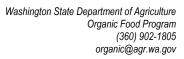




BUSINESS NAME:						
WSDA ORGANIC CERTIFICATION NUMBER	COUNTY WHERE BUSINESS IS LOCATED:	STATE WHERE BU	SINESS IS LOCA	ATED:		
(RENEWAL APPLICANTS ONLY):						
Section A. General Information [NOP 205.201 and 205.401] The National Organic Program (NOP) requires all operations see certified operation and an accredited certifying agent. A certific verify continued compliance.						
<ul> <li>The organic system plan must include the following:</li> <li>A description of practices and procedures - including the free</li> <li>A list and detailed information regarding each substance to be</li> <li>A description of the monitoring practices and frequency the period</li> <li>A description of the recordkeeping system that complies with</li> <li>A description of the practices in place to prevent commingling</li> <li>A description of the practices in place to prevent contamination</li> <li>Any additional information required by the certifying agent in</li> </ul>	oe used in organic handling, oractices will be performed, of the rule, g of organic and non-organic products, on of organic products with prohibited s					
Do you have a copy of the National Organic Standards?			☐ Yes	☐ No		
2. Are you a New Applicant?			Yes	☐ No		
2a. If, "No," what was the first year you were certified by WSD	A Organic Food Program?					
3. Have you previously <i>applied</i> for organic certification?			Yes	□No		
3a. If, "Yes," please list the certification agency, the year the application was made, and the outcome of the application.						
4. If currently, or previously certified, did you receive a Notice of that in order to maintain organic certification conditions must be		☐ Yes	□No	□ N/A		
4a. If, "Yes," please list the noncompliance(s) or condition(s) a	and state how the issues have been res	olved.				
5. Have you ever been denied certification or had your certification	on suspended or revoked?	☐ Yes	□No	□ N/A		
5a. If "Yes," please describe the circumstances.						
6. Are you currently certified by an agency Other than WSDA Org	ganic Food Program?		Yes	☐ No		
6a. If, "Yes," please list the name of the agency and the first y	rear certified by that agency.		<u> </u>			
7. WA STATE PROCESSORS – Do you have a current Food Pr	ocessor License with WSDA Food Safe	ty Division?	Yes	☐ No		
If "No," please contact WSDA Food Safety Division at (36)			note that y	our		

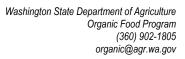
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SECTION B. COMPANY OVERVIEW - CHA	IN OF C	USTODY							
Please indicate which handling cate	gories a	apply to this facility an	d your o	company. Pleas	e che	ck al	I that apply.		
☐ Processor of multi-ingredient products ☐ Wholesale Grocery Distributor		ibutor	Marketing Company (Fill out AGR 2248 instead of this form)						
☐ Processor of single-ingredient prod	lucts	☐ Warehouse/Stora	age Fac	ility	Brokerage				
☐ Packer of raw agriculture products		Other (please sp	ecify):				GR 2248 instead of	this form)	
Repacker of previously packaged products							il Store .GR 2247 instead of	this form)	
					_		aurant .GR 2247 instead of	this form)	
2. What specific type of handling or pro	ocessin	g occurs at this facility	/ (i.e. fru	uit packing, coffe	•				ng)?
3. Does your company own the organi facility?	c produ	cts that are handled a	t this	Yes		No	Own some/0	Custom hand	dle some
3a. If "Yes," at what point do you take ownership the ingredients or products handled at your facility?									
Please indicate your estimated annual production of food products.      Organic      **Organic**  **Orga			anic	% Non-organic/conventional			ventional		
5. Does your company handle or process, or plan to handle or process, the same product in both an organic and in a conventional form?				Yes	□No				
5a. If "Yes," please provide a list of the products that you handle or process in both an organic and conventional form.									
	Plea	ise attach a separate	sheet	of paper if nec	essar	y.			
								_	
PRIVATE LABELING 6. Does your company plan to custom	process	s or custom label orga	anic prod	ducts for anothe	r com	nanv	?	☐ Yes	☐ No
6a. If "Yes," please complete th								stom proces	s for.
	Plea	ise attach a separate	sheet	of paper if nec	essar	y.			
Company Name	(exac	Product Name tly as appears on la	bel)	Is the cont organically			ompany an company?	Please i the certi agency li the la	fication isted on
SUB-CONTRACTS 7. Does your company plan to contract	t with ar	ny farms or Other han	dling fac	cilities to <b>produc</b>	e, pro	oces	s, store, or	☐ Yes	□No
label organic products?									

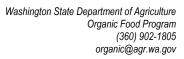
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7a. If "Yes," please complete the tabl	e below.			
	Please attach a separate s	heet of paper if necessary		
Contract Farm or Company Name	Address	Phone No.	Organic Certifica	
			the Farm or Contr	acting Company
8. Is your company responsible for source	ing ingredients for the organic	products processed at you	r facility?	☐ Yes ☐ No
8a. If "No," please identify the respons	sible party or parties.			·
9. Please indicate how organic products	handled or processed by you	r company are marketed. P	lease check all that appl	y.
☐ Bulk Sales to Food Processors		Export to European Co	ountries	
Retail or Bulk Sales to Food Distribute	ors or Retail Stores	Export to Japan		
☐ Direct Sales to Consumers		Other (please specify):	:	
SECTION C. HARVEST AND TRANSPORTATION	ON OF ORGANIC CROPS [NOP	205.103, 205.270, 205.272]		
1. Does your company arrange for, or is y	your company responsible for	, the <b>harvest</b> of organic cro	ps?	☐ Yes ☐ No
1a. If "No," move onto question #2.				
1b. If "Yes," how do you ensure there	are no non-organic crop resid	lues in harvest equipment?		
Equipment used for organic crops only	у	Equipment is cleaned	prior to organic crop har	est or use
1c. Is harvest equipment cleaning doc	cumented?			☐ Yes ☐ No
1d. If "Yes," please indicate what type	of cleaning documentation is	maintained.		
Clean truck/equipment affidavits	☐ Clean out records		Other (please specify):	
Does your company arrange for, or is your company arrange for, or is your company arrange for, or is your company arrange.	your company responsible for	, the <b>transportation</b> of orga	anic crops?	☐ Yes ☐ No
2a. If "No," move onto question #3.				 
2b. If "Yes," how you ensure there are	no non-organic crop residue	s in transport equipment?		
Equipment used for organic crops only	у	Equipment is cleaned	prior to organic crop har\	est or use
2c. Is transport equipment cleaning do	- a a d a . d O			☐ Yes ☐ No
	ocumented?			
2d. If "Yes," please indicate what type		maintained.		
2d. If "Yes," please indicate what type  Clean truck/equipment affidavits		maintained.	Other (please specify):	
<u> </u>	of cleaning documentation is  Clean out records		Other (please specify):	☐ Yes ☐ No

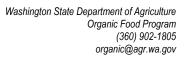
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3b. If "Yes," are the containers,					
☐ New ☐ Used for organic	crops only Cleaned prior to u	se			
3c. How are harvest containers identified as "organic"?					
SECTION D. RECEIVING – INCOMING ORGANIC PI	RODUCTS [NOP 205.103, 205.270, 205.272]				
1. How are organic products are received at ye	our facility? Please check all that apply.				
Bins	☐ Bulk bags	☐ Wholesale boxes			
☐ Bulk trailer	☐ Totes	Retail packages			
	Drums	Other (please specify):			
2. What receiving/shipping documents accom-	pany incoming organic products? Please checl	call that apply.			
Organic certificate	Clean truck/equipment affidavits	Scale ticket			
☐ Transaction certificate	☐ Invoice	☐ Contracts			
Field ticket	Purchase order	Certificates of analysis			
	Bill of lading	Other (please specify):			
3. How are products identified as "organic" on	receiving documents?				
4. Is an internal lot code assigned at the time of	of receipt of organic products?	☐ Yes ☐ No			
4a. If "Yes," please describe the lot code system.					
Please describe how your company ensure commingling with non-organic products.	s <b>incoming</b> organic products are protected fron	n contamination of prohibited substances and			
SECTION E. CLEANING, SANITATION [NOP 205.1	03, 205.270, 205.272]				
		to organic products from commingling with non- anic integrity of ingredients or products must be			
1. Check all cleaning methods used prior to pr	ocessing or handling organic products.				
☐ No Cleaning or Purging Occurs - Move onto Section F – Packing-Processing	☐ Compressed air ☐ Manual washing	☐ Soap and water ☐ Steam cleaning			
Sweeping	☐ Clean in place (CIP)	Sanitizing			
Scraping		<u> </u>			
☐ Vacuuming	Purging of equipment	Other (please specify):			

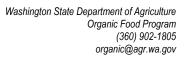
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Cleansers/Sanitizers Used  Where is the material used (on what equipment or surface)?  Where is the material used (on what equipment or surface)?  Used Prior to Organic Handling or Processing?  Frequency of Cleaning is documented.
3. Is the use of cleansers followed by a potable water rinse?
4. Does your facility test food contact surfaces or rinsate water for cleaner/sanitizer residues?
Are Quaternary Ammonia products used prior to processing and/or handling organic products?
Please note that Quaternary Ammonia products are known to leave residues on food contact surfaces. You must ensure steps are taken to prevent contamination of food products if Quaternary Ammonia products are used at your facility.
5a. If "Yes," what steps are taken to prevent contamination of organic food?
6. Please describe how your operation ensures organic products are not contaminated by a cleanser or sanitizer at your facility.
7. Is equipment purged prior to handling or processing organic products?
7a. If "Yes," please list and describe purge procedures and the quantities purged.
8. Please describe how your operation documents and records cleaning, sanitation, and/or purge practices and procedures.
Please attach a separate sheet of paper if necessary.

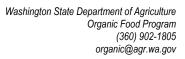
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SECTION F. PACKING, PROCESSING [NOP 205.1	03, 205.270, 205.272]	
Please indicate what production records are	e maintained by your company.	
Equipment clean-out logs	☐ Ingredient Usage Reports	Shrinkage log
☐ Product specification sheet	☐ Production log	☐ Ingredient inventory reports
☐ Ingredient inspection forms	Shift production log	☐ Finished product inventory reports
☐ Batch recipes	☐ QC reports	☐ Packaging reports
	☐ Waste log	Other (please specify):
2. How are products identified as "organic" on	production documents?	
3. Are your packing or processing lines and/or	equipment dedicated for use with organic produ	icts only?
3a. If "No," please describe how you ensi- organic products during packing and/	ure organic products are not contaminated with or processing.	prohibited materials or commingled with non-
How are partial pallets/boxes/drums of orga commingling with non-organic products dur	nic products handled and how does your compaing packing or processing?	ny ensure they are protected from
Section G. Post Harvest Materials [NOP 2	205.272, 205.6011	
A <b>post harvest material</b> is a substance that i	s used on a raw organic crop prior to packagin uct, the material must be an approved agricultur	
Please indicate what type(s) of post harvest	materials are at your facility. Check all that app	ly.
☐ NONE USED – Move onto Section H –	☐ Anti-Microbial Agents	☐ Anti-foaming agents
Processing Aids	☐ Anti-Fungal Agents	☐ Sanitizers
Waxes	Sprouting Inhibitors	Other (please specify):
Floatation Agents		

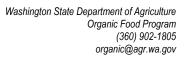
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2. Please list <b>all</b> porganic prod		ty in the table below. Please		materials are us	ed <i>with</i>
Used with organic products?	Product Used	What is the Function of the Substance?	Source Name and Ph	Ono #	Is the bstance on e National List?
According to the manner from the constituents norm (c) a substance the levels and does not norder to use. In order to use of the process of t	NOP, a <i>processing aid</i> is defined as food before it is packaged in its finished ally present in the food, and does not shart is added to a food for its technical or not have any technical or functional effect are a processing aid in or on an organic passes a processing aid in or on an organic passing aid must be an approved agricult are what types of Processing Aids are use a Move onto Section I - Water or release agents	(a) substance that is added d form; (b) a substance that is ignificantly increase the amout functional effect in the process in that food.  roduct labeled as "100% organic tural product or must be listed d in the manufacturing of process.  Filtering ag Anti-caking	s added to a food during punt of the constituents nationally sing, but is present in the nic" the processing aid muct," or "made with organic in section 205.605 of the laucts at your facility. Checkent	processing, is curally found in finished food a set ust be certified controlled (specific ingred National List.	onverted into the food; and it insignificant organic.
2. Please list <b>all</b> processing aids used at your facility. Please be sure to indicate which materials are used <b>with organic products</b> .					
Used with organic products?	Please attach	a separate sheet of paper if  What is the Function of the Substance?	Source Name and Phone #	Is the Substance on the National List?	Is the substance Certified Organic?

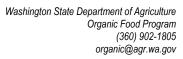
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SECTION I. WATER [NOP 205.103, 205.272, 205.601, 205.605]		
How is water used at your facility?		
NOT USED - Move onto Section J - Storage       □ Product transport (F         □ Ingredient       □ Cooling	<u> </u>	
Cooking		
	lease specify):	_
Does the water meet the Safe Drinking Water Act?		Yes No
4. Is water treated on-site?		Yes No
4a. If "Yes," please indicate what water treatment processes are us	ed.	
5. Describe how you monitor water quality.		
Is chlorine, calcium hypochlorite, chlorine dioxide, or sodium hypochlority?	orite used in wash water or flume water at your	☐ Yes ☐ No
6a. If "Yes," how often do you monitor or test discharge or effluent is maintained at or below 4ppm (the maximum chlorine residua		aving your facility
☐ Daily	Monthly	
☐ Weekly	Annually	
	Other (please specify):	
6b. Please describe how you document the results of your monitoring	ng or testing.	
		1
7. Is steam used in the processing or packaging of food products?		Yes No
7a. If "No," move onto to Section J - Storage.		
7b. If "Yes," does steam have direct contact with organic food produ	ucts?	] Yes □ No
7c. If "Yes," do you use?		
☐ Steam filters	☐ Testing of condensate	
Condensate traps	☐ Testing of finished products	
	Other (please specify):	1
7d. Are boiler water additives used during food handling or process	ing?	☐ Yes ☐ No
7e. If "No," move onto to Section J – Storage.		

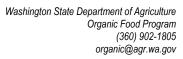
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7f. If "Yes," please list all p used during handling or	roducts used as boller rorocessing of organic	food products	w. Please indicate which boiler water a	idditives will be
	-	•	o use during organic handling or pro	ocessina.
Name of Boiler Water		Used During Organic Handling or Processing?	Source Name and Phone #	Is the Substance on the National List?
7g. If boiler water additives from contaminating org			cate how you prevent prohibited volatile	e boiler additives
SECTION J. STORAGE [NOP 205.2	70. 205.2721			
	,			
Does your company store orga		sility?		Yes No
1a. If "No," move onto Section	nic products at this fac		ing Containers. If "Yes," please provid	
<u> </u>	nic products at this fac on K – Packaging, St ng the following table.		Ing Containers. If "Yes," please provid  Type/Capacity	
1a. If "No," move onto Section storage areas by completing	nic products at this fac on K – Packaging, St ng the following table.	orage Containers, Shippi		le details on your  Is Storage Unit Dedicated
1a. If "No," move onto Section storage areas by completing Use  Incoming Raw Product	nic products at this fac on K – Packaging, St ng the following table.	orage Containers, Shippi		le details on your  Is Storage Unit Dedicated
1a. If "No," move onto Sectionstorage areas by completing Use  Incoming Raw Product Storage	nic products at this fac on K – Packaging, St ng the following table.	orage Containers, Shippi		le details on your  Is Storage Unit Dedicated
1a. If "No," move onto Section storage areas by completing the storage areas are storage areas are storage areas are storage are storage areas are storage are storage areas are storage are s	nic products at this fac on K – Packaging, St ng the following table.	orage Containers, Shippi		le details on your  Is Storage Unit Dedicated
1a. If "No," move onto Section storage areas by completing the storage areas are storage are storage areas are storage areas are storage are storage are storage areas are storage are storage are storage areas are storage are storage are storage are storage areas are storage are storage are storage are storage areas are storage are storage are storage areas are storage are storage areas are storage are storage areas are storage are storage are storage areas are storage are	nic products at this fac on K – Packaging, St ng the following table.	orage Containers, Shippi		le details on your  Is Storage Unit Dedicated
1a. If "No," move onto Sectionstorage areas by completing the storage areas are storage are storage areas are storage areas are storage areas are storage are storage areas are storage are storage areas are storage are storage areas are storage areas are storage areas are storage are storage are storage are storage are storage areas are storage are storage are storage are storage are storage areas are storage are storage are st	nic products at this fac on K – Packaging, St ng the following table.	orage Containers, Shippi		le details on your  Is Storage Unit Dedicated
1a. If "No," move onto Sectionstorage areas by completing Use  Incoming Raw Product Storage Ingredient Storage Packaging Material Storage In-process Storage Finished Product Storage Other (Please specify):	nic products at this factor on K – Packaging, Stage and the following table.  Location /Nam	e of Storage Area(s)		Is Storage Unit Dedicated Organic?
1a. If "No," move onto Sectionstorage areas by completing Use  Incoming Raw Product Storage Ingredient Storage Packaging Material Storage In-process Storage Finished Product Storage Other (Please specify):	nic products at this factor on K – Packaging, Stang the following table.  Location /Nam	e of Storage Area(s)  ddress, and phone numbe	Type/Capacity	Is Storage Unit Dedicated Organic?

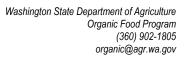
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	re organic products are not contaminated se include details on both incoming produ			non-organio	C
SECTION K. PACKAGING, STORAGE	CONTAINERS, AND SHIPPING CONTAINERS	[NOP 205.270, 205.272]			
non-organic products or contact w fungicide, preservative, or fumigar	dling practices and procedures present a ith prohibited substances. Packaging m nts. Reusable bags or containers that a unless the bag or container has been must be documented.	aterials, bins, and storage container nave been in contact with any subs	s must not tance in si	t contain a uch a man	synthetic ner as to
Does this facility pack organic p containers?	products into retail packages or place org	anic products in storage or shipping		Yes	□No
1a. <b>If "No," move onto Sectio</b> containers do you use? P	on L – Shipping-Outgoing Products. If lease check all that apply.	"Yes," what type(s) of packaging m	aterials or	storage/sh	ipping
☐ Paper	Glass	☐ Aseptic			
☐ Cardboard	☐ Metal	Synthetic fi	ber		
☐ Wood	☐ Foil	☐ Natural fibe	er		
☐ Plastic	☐ Waxed paper	Other (plea	se specify	):	
Poly				_	
2. Are all packaging materials and	I/or storage and shipping containers food	grade?		Yes	☐ No
Have any packaging and/or sto fumigants?	rage and shipping containers been expo	sed to synthetic fungicides, preserva	atives, or	Yes	☐ No
4. Are packaging materials and/or	storage and shipping containers reused	?		☐ Yes	□No
4a. If "Yes," please describe ho	ow organic products are protected from c	ontamination when placed in the reu	used conta	iner.	
5. Please describe how you identi	fy packages or containers as organic.				
-					
Is all packaging and labeling eq conventional runs?	uipment cleared of organic identification	prior to all subsequent	Yes	□No	□ N/A

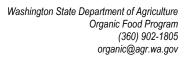
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SECTION L. SHIPPING – OUTGOING ORGANIC PRODUCTS [NOP 205.103, 205.270, 205.272]				
1. How do organic products leave your facility?	Please check all that apply.			
Bins	☐ Bulk bags	☐ Wholesale boxes		
☐ Bulk trailer	☐ Totes	Retail packages		
	Drums	Other (please specify):		
2. Please indicate what shipping or sales docur	ments are maintained by your company. Ple	ase check all that apply.		
Pallet/tote ticket	Clean truck affidavit	☐ Contracts		
☐ Bill of lading	☐ Purchase order	Certificates of analysis		
Sales invoice	Scale ticket	Other (please specify):		
3. Do all documents clearly identify products as	s organic?	☐ Yes ☐ No		
4. Does your company arrange outgoing produ	ct transport?	☐ Yes ☐ No		
4a. If "No," move onto Section M. Pest Management				
4b. If "Yes," have transport companies beer	n notified of organic handling requirements?	☐ Yes ☐ No		
5. How does your company ensure outgoing tra	ansport units are cleaned prior to loading loo	ose, bulk organic products?		
☐ Not Applicable, only packaged prod	lucts are shipped	rds		
☐ Clean truck/equipment affidavits	Other (please s			
6. Are organic products shipped in the same tra	,	☐ Yes ☐ No		
6a. If "Yes," please indicate what steps are	taken to segregate organic products.			
Use of separate pallets	☐ Separate area	in transport unit		
Organic product shrink wrapped	☐ Organic produc	t sealed in impermeable containers		
	Other (please s	pecify)		
SECTION M. PEST MANAGEMENT [NOP 205.271]	]			
The NOP Rule requires a certified handling company to use management practices to prevent pests that includes, but is not limited to, the				
removal of pest habitat, food sources and breeding areas, and prevention of access to the facility. Environmental factors such as				
temperature, light, humidity, atmosphere, and air circulation may also be used to prevent pests. Control of pests may be accomplished by mechanical or physical controls including, but not limited to, traps, light, sound, or lures and repellants that use nonsynthetic or synthetic				
substances consistent with the National List. If these measures are not effective, a synthetic substance no on the National List may be used, provided the certifying agent approves use of the substance, method of application, and measures taken to prevent contact with ingredients				
or organic products. Use of pest control product				
What type of pest management system does	s your facility use?			
	· · ·			
Contract pest control service: Name, addre				
☐ None used				

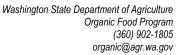
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2. Check all pest problems at your facility.				
☐ No pest problems	☐ Flying insects	Birds		
Crawling insects	Rodents	Other (please specify)		
3. Check all pest management practices used	at your facility.			
Good sanitation	☐ Incoming ingredient inspection	☐ Vitamin baits		
Removal of exterior habitat/food sources	Ultrasound/light devices	Pyrethrum		
Clean up spilled product	Release of beneficials	Rotenone		
☐ Sealed doors and/or windows	Sticky traps	Boric acid		
Repair of holes/cracks	☐ Electrocutors	Diatomaceous earth		
Screened windows/vents	Pheromone traps	☐ Fumigation*		
Physical barriers	Mechanical traps	☐ Fogging*		
☐ Air curtains	Freezing treatments	Crack and crevice sp	ray*	
☐ Monitoring	☐ Heat treatments	Other (please specify	)	
* The use, frequency, and method of application products are protected from exposure to the		ved by WSDA. Please expla	ain how org	anic
products are protected from exposure to the	se substances at your racinty.			
SECTION N. QUALITY ASSURANCE [NOP 205.10]	·			
The National Organic Program requires a cert must be adapted to the particular business or detail to be readily understood and audited, n National Organic Program Rule.		ansactions of the certified or	peration in s	sufficient
In order to gain a better understanding of yo facility, please complete the following section.	ur company and the quality assurance systen	ns, or recordkeeping system	ns, in place	at your
·		" 1 " 1		
	s for organic processing and/or handling? If "Yo	es, please attach a copy.	☐ Yes	∐ No
2. Do you have a Quality Assurance program			_	
2a. If "Yes," please indicate what type of pr	<u>_</u>		☐ Yes	∐ No
☐ ISO ☐ HACCP ☐ Total Quality Ma	<u> </u>			
Are any outside quality assessment service	s used (i.e. EuropGap, AIB)?		∐ Yes	∐ No
3a. If "Yes," please list the name of the con	npany.			
4. Does your company conduct product testing			1	
	g?		☐ Yes	□No
4a. If "Yes," please list the types of quality			Yes	☐ No
4a. If "Yes," please list the types of quality			Yes	□No

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6. Are finished product samples retained?	☐ Yes	☐ No
7. Do you have a recall system in place?	Yes	☐ No
8. Does your company conduct internal audits?	Yes	☐ No
9. Can your record keeping system track the finished product back to all ingredients?	Yes	☐ No
10. Can your record keeping system balance organic ingredients in and organic products out?	Yes	☐ No
11. The NOP requires records related to an organic product be maintained for five years. Please describe your system for maintaining records related to organic products.		

#### SECTION O. PRODUCT FLOW [NOP 205.270, 205.272]

Please attach a schematic product flow chart for each different processing and/or handling line at your facility. The flow chart(s) must:

- Show the movement of all organic products, from incoming/receiving through production to outgoing/shipping.
- Indicate where ingredients are added.
- Indicate where post harvest materials and/or processing aids are used.
- Indicate all equipment and storage areas associated with organic products.

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